From:	Ronye Palmer - WPTAA
To:	Joshua Hill
Subject:	Sample 120 day Notice
Date:	Tuesday, October 18, 2016 1:06:53 PM
Attachments:	PGII 120 Day GSA Notice floors 7 and 8 (2).pdf

Josh

Please see attached sample of an early release letter for reference. The letter must be received 120 days prior to release. let me know if you have any questions. I believe the project schedule reflects a February release. Therefore, please be sure to letter is issued first week of November to meet 120 day notice.

If you have any questions, please feel free to let me know

Thanks

Ronye A.Palmer
Office of Portfolio Management
Assignments Division
301 7TH Street SW
Room 2634
Washington, DC 20024
202-205-4774 (V)
202-579-6624 (C)